

Step 1: Decide on the level of security you want to use in the BLS IDCF

If you choose to report your BLS data through the Internet, you must first register with the BLS by selecting a security option.

We currently offer two levels of security: a Digital Certificate, which offers the highest level of security, or an Account Number and Password, which is a less restrictive level of security.

Digital Certificates

When you register for a digital certificate, it produces a file that resides on your computer which identifies you to BLS.

Please note that digital certificates:

- Are not supported by Netscape
- Must be renewed every two years

Account Number & Password

The Account Number & Password meet BLS prescribed Authentication criteria. Only the holder of the account number knows the password. This level of security is most familiar since it is the standard used by banks and other commercial enterprises.

Please note that if you select Account Number & Password, you are acknowledging that a higher level of security exists and that you have elected to use a less secure method of transmission.

Step 2: Register with the IDCF

To access the IDCF for the first time and begin the registration process, follow the steps below.

Note: You may change the way you access the system whenever you want by changing your security option in the system.

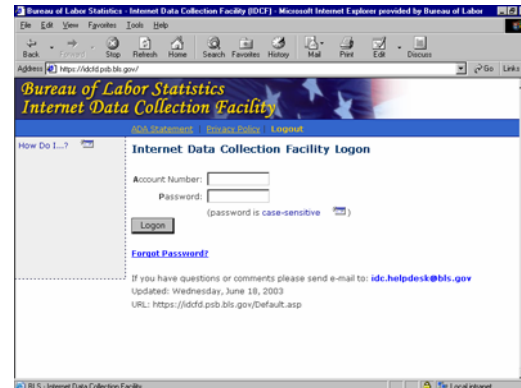
If you have previously reported data using IDCF for another BLS survey, you are already registered and should follow the instructions for Accessing the BLS Internet Data Collection Facility (Step 3).

1. Open your Internet browser and type <https://idcf.bls.gov> in the address box.

Note: The “s” in “https” is required.

If the Client Authentication pop-up window appears, click on the “Cancel” button. You will get this pop-up window if you already have a digital certificate on your computer.

2. Enter the 12-digit Temporary Account Number you were given into the field labeled “Account Number” and the Temporary Password in the field labeled “Password”. Click on the “Logon” button.



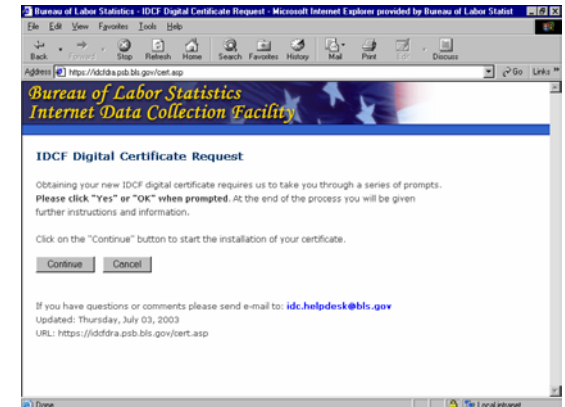
Note: Enter the Temporary Password **exactly** as it’s presented to you. **Temporary Passwords are case-sensitive.**

3. Enter your information on the New User Information page. You must complete the items with an asterisk. Click on the “Submit” button.
4. Read the Select Your Security Option page, and select one of the two options at the bottom of the screen.

Note: If you select the Digital Certificate option, you will not need to enter an account number or password when you access the system the next time.

How to obtain a digital certificate

1. Read the instructions on the page. Click on the “Continue” button.
2. Click on the affirmative buttons (“Yes” or “OK”) on the prompts (there will be up to 5 prompts depending on your browser) until the IDCF Digital Certificate Request page appears.



Note: If you click on “No”, a digital certificate will not be installed on your computer.

3. Click on the “Close Browser” button to **completely close your Internet browser**. This will allow the digital certificate to load on your computer.



4. Click on the “Yes” button when prompted to close your browser.

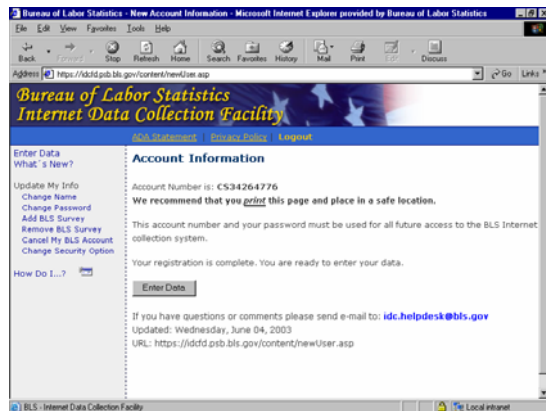
How to obtain an Account Number & Password

1. Create a new password by entering your information in all of the fields. Passwords must be:
 - 8 to 12 characters long
 - Must contain 3 out of the 4 criteria: uppercase letters, lowercase letters, numbers, or special characters

Note: Use caution when choosing letters and numbers that are similar in appearance like “o”, “0”, “l”, and “1”.



2. Write down your new password and keep it in a safe place. You will need it to re-access the IDCF.
3. Click on the “Submit” button. The Account Information page appears displaying your new, permanent account number. Write down or print out your new account number.



Step 3: Access the IDCF to report your data

Using a Digital Certificate

1. Open your Internet browser and type <https://idcf.bls.gov> in the address box.

Note: The “s” in “https” is required.
2. Click on the affirmative buttons (“Yes” or “OK”) on any prompts that may appear. The Client Authentication pop-up window appears.
3. Select your digital certificate and click on the “OK” button. The Internet Data Collection Facility home page appears.

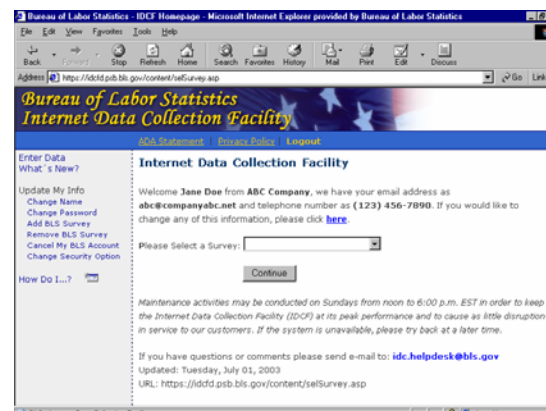
Using an Account Number & Password

1. Open your Internet browser and type <https://idcf.bls.gov> in the address box.

Note: The “s” in “https” is required.
2. Enter your **permanent** account number and password.

Remember to enter your password exactly the same way as you created it. **Passwords are case-sensitive.** For example, if you created your password as A123456b, you must type it in as A123456b.

3. Click on the “Logon” button. The Internet Data Collection Facility home page appears.



U.S. Department of Labor
Bureau of Labor Statistics

3 Quick Steps to Reporting Your BLS Data via the Internet

Step 1: Decide on the level of security you want to use in the IDCF

Step 2: Register with the IDCF

Step 3: Access the IDCF to report your data